

Security Information

DRAFT - 27 November 1951

PART XV . HAZARDOUS DUTY PAY

15.1 Hazardous Duty Pay

a. The mission of CIA is of a nature which requires its staff employees and staff agents to be exposed to some personal danger as a part of their regular positions. There are, however, activities necessary to the fulfillment of the Agency mission which require individuals in some positions to expose themselves to more than the ordinary risk.

b. The principle is recognized that persons who are exposed to more than the ordinary risk are entitled to additional compensation. This regulation establishes provision for payment of a salary differential to be known as Hazardous Duty Pay, to those staff employees and staff agents who perform duties under conditions which are extraordinarily hazardous causing them to be exposed to direct personal peril.

15.2 Hazardous Duty Pay Board

a. There is established a Hazardous Duty Pay Board authorized to set Agency standards and prescribe procedures for the payment of Hazardous Duty Pay. The Board shall examine conditions under which duty is performed by staff employees and staff agents to determine if the hazards involved are of a sufficiently extraordinary nature to warrant the payment of additional compensation in the form of Hazardous Duty Pay. The Board shall consist of the following members:

Assistant Director (Personnel)	Chairman
Comptroller	Member
General Counsel	Member

Representatives of the Assistant Directors of OSO and OPC of at least Division Chief level shall participate as non-voting, advisory members.

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b. Final action of the Board shall require the presence and unanimous approval of the three regular members. A copy of the report of each action taken shall be submitted to the Office of the Deputy Director (Administration).

c. The Hazardous Duty Pay Board shall meet at such intervals as it determines necessary and any member shall have the right to request that a meeting be called.

d. When the Board determines that a category shall be established for payment of Hazardous Duty Pay to all employees whose duty falls within that category, a memorandum shall be sent to the Office of the employees concerned, setting forth standards for initial payment and for continuation of payment.

e. When the Board determines that one or more persons perform duties under conditions which do not constitute eligibility within a category, and do not warrant the establishment of a category but are under conditions which entitle them to Hazardous Duty Pay, a memorandum shall be sent to the Office of each employee concerned setting forth standards for initial payment and for continuation of payment.

f. The Board will designate officials, not to be below Division Chief level who will be responsible for certifying that the employees receiving Hazardous Duty Pay have met and are meeting standards for continued eligibility.

g. The Hazardous Duty Pay Board may be guided by, but not necessarily limited to, standards used by the military services or other government agencies in determining amounts and methods for payment of Agency personnel performing comparable functions.

h. The Board shall determine standards for the payment of Hazardous Duty Pay to employees and agents while in a training status and after assignment.

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15.3 Parachute Pay Differential

a. CIA staff employees and staff agents engaged in parachute jumping will be entitled to a salary differential as specified below:

(1) CIA civilian trainees undertaking parachute instruction will be granted a parachute pay differential of \$300 to be paid upon certification by the Assistant Director of Training (Covert) showing successful completion of courses of training specified by the Director or his designee.

(2) Upon successful completion of training courses such staff employees or staff agents shall be eligible for a continuing parachute pay differential of \$50. per 2-week pay period (or \$100. per month if on monthly pay periods) payable upon certification of the Assistant Director of the operating office concerned that the employee or agent has engaged in at least one parachute jump during the twelve-week (or three month) period immediately following the completion of training courses. A similar certification at the end of each succeeding twelve-week (or three month) period will sustain the employee's or agent's eligibility for parachute pay differential during the twelve-week (or three month) period following each certification.

(3) CIA civilian parachute instructors will be eligible for a continuing parachute pay differential of \$50. per two-week pay period upon certification of the Assistant Director of Training (Covert) that the instructor has engaged in at least one parachute jump during the twelve-week period preceding the certification. A similar certification at the end of each succeeding twelve-week period will sustain the instructor's eligibility for parachute pay differential during the twelve

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week period following each certification.

b. The Parachute Pay Differential will become effective for those employees whose eligibility is established at the beginning of the first pay period following issuance of this regulation.

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19 November 1951

MEMORANDUM FOR: Career Service Committee

FROM: Working Group on Career Benefits

SUBJECT: Parachute Pay for Staff Employees and Staff Agents

1. By memorandum, dated 26 October 1951, to the members of the various Working Groups of the Career Service Committee, there were transmitted the directives and terms of reference that were assigned to each Working Group by the Committee. The problem was stated to this Group "To recommend to the Career Service Committee the scope of and degree to which 'Career Benefits' are necessary and desirable;".

2. The Minutes of the 4th Meeting of this Working Group reflect the unanimous view that parachute pay for appropriate trainees is necessary and desirable. It appears that no legislation is required for this purpose. However, the recommendations contained herein would require approval of the DCI.

3. The principal document of reference considered by the Working Group pertaining to this subject is the memorandum from the Assistant Director of Training (Covert) to the Joint Training Committee, dated 18 September 1951. That memorandum is attached for ready reference. The specific recommendations of this Group are stated in broad terms, and it is recognized that detailed regulations necessarily must be devised upon approval of the following principles:

a. To be included in this plan would be those staff employees and staff agents who are under the jurisdiction of the Covert Training Branch.

b. Such employees who are certified for jump training and jump instructors would be entitled to additional compensation based on payment of \$100.00 per month. Trainees would be entitled to three months of payment based on military standards of eligibility. Payment would only be made in the event of successful completion of prescribed courses of training approved by the DCI, or his designee.

c. Such payments would be paid retroactively to all trainees and instructors who otherwise meet the standards and who have completed the prescribed courses subsequent to 2 October 1950. Payments would only be made for those individuals who are in the employ

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of CIA on the date of DCI approval of this plan. It is recognized that there may be legal and fiscal restrictions pertaining to the retroactive aspects. Therefore, upon appropriate determination of those restrictions, payments will be made as legally permissible and if funds are available.


d. Insofar as possible the regulations to be issued would embody the policies established by the military regarding jump pay.

e. Training Courses, the completion of which would entitle an individual to the additional compensation, would require approval by the DCI, or his designee.

f. Authority should be delegated to the Assistant Director for Personnel, upon recommendation of the appropriate Assistant Director, to approve additional compensation for jump pay where, in his opinion, staff employees and staff agents other than those under the jurisdiction of the Covert Training Branch have complied substantially with the standards prescribed for trainees and instructors under that Branch.

4. This Group is not aware of the specific form in which the Career Service Committee desires recommendations to be made. However, it is believed that the recommendations contained in this memorandum are sufficiently definite to warrant consideration by the Committee and, if approved, to be forwarded through appropriate channels for approval of the DCI. In the event the Committee approves this recommendation, it is suggested that implementing regulations be drawn, probably as an addition to the Confidential Funds Regulations. The appropriate unit for drafting these regulations probably would be the Advisor for Management, with proper coordination with the Office of the Comptroller and the Office of Personnel. In this manner the recommendation, together with the regulations, could be presented to the DCI for his approval simultaneously.

/s/


Chairman

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Recommendations Approved:

/s/ F. Trubee Davison

Career Service Committee

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18 September 1951

MEMORANDUM FOR: JOINT TRAINING COMMITTEE

SUBJECT: Hazardous Duty Pay for CIA Civilians

1. PROBLEM

Is it desirable and, if so, how can it be accomplished to set up a hazardous pay arrangement for CIA civilians participating in federally recognized hazardous duty, such as parachute jump training. (This paper involves the parachute jump phase only).

2. FACTS

a. The military services authorize additional pay for hazardous duties involving submarine activities, parachute jump activities, etc.

b. The services have an arrangement whereby upon successful completion of five jumps officer personnel receive additional pay at the rate of \$100.00 per month and enlisted personnel at the rate of \$50.00 per month.

c. The services grant hazardous pay for parachute work upon completion of the fifth jump which then automatically qualifies the individual for back-pay for the month preceding that jump, for the current month, and the succeeding month, thus qualifying him for the first calendar quarter. Thereafter he qualifies by making one jump per calendar quarter; in other words minimum jump requirements make the rate of pay thereafter for an officer equivalent to \$300.00 per jump.

d. The civilian CIA employee undergoing the same type of instruction intermingled with military personnel undergoing instruction concurrently and within the same group receives no additional pay.

e. The CIA basic trainee is employed as a GS-5 (\$3100) and maintains that rating until he has reverted to his operational office where he is promoted in normal manner.

f. In addition to the GS-5 trainees, there are on occasion other CIA civilian employees of higher rating who partake in jump training to further qualify them in their specialties.

g. As this program expands, or changes status in reference to Army personnel assigned, civilian CIA instructors may be required on a full time hazardous duty pay status.

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h. Statistically:

The number of GS-5 CIA civilian employees who have completed jump training to date and who have received no hazardous duty pay is

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The number of other CIA civilian employees who have completed this training to date, and who have received no hazardous duty pay is

The number of GS-5 CIA civilian employees now undergoing hazardous training is

The number of other CIA civilian employees now undergoing training is

The estimated number of GS-5 CIA civilian employees who will take this training, under present training plan and policy (FY52 and 53) is
clusive

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The estimated number of other CIA civilian employees who will take this training, under present training plan and policy (FY52 and 53) is
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The estimated number of CIA civilian instructors who may be required on a continuing hazardous duty pay under present training plans and policy (FY52 and 53) is

3. DISCUSSION

a. In view of the fact that hazardous occupations are recognized in the form of additional pay in other services of the government, individuals participating in the same type of instruction, under the same conditions and working within the same group are entitled to the same consideration.

b. The CIA civilian employee (the CIA civilian instructor excepted) will not be required to continue on a hazardous pay status. He may, in the fulfillment of a perilous and jeopardous mission, be required to use the knowledge gained under instruction. Therefore, the pay increase for this type of hazardous duty should be limited to a three-months' period, except for the instructors, commencing with the month in which he successfully completed that phase of his training.

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c. A GS-7 is entitled to the administrative benefits accruing to a 2nd Lieutenant. Lower ratings are in enlisted status. The approach to the hazardous pay problem for the GS-5 trainee would therefore be to grant him between \$50 to \$100 per month for three months. The GS-5 trainee does not, however, accrue all other advantages given to enlisted men of the services. Therefore, all CIA trainees, regardless of rating, should receive the full hazardous duty pay of \$100 per month for three months.

d. On the hypothesis of parity of duties performed, all who have completed this training should receive the hazardous duty pay retroactively.

e. The estimated cost of financing this project is:

(1)

(2)

(3)

(4)

f. Assuming funds available, the hazardous duty pay increases for trainees could be accomplished by:

(1) Temporary promotions of three months' duration at an annual rate of increase of \$1200 per year, or

(2) A bulk payment of \$300 per trainee out of other funds, such as Confidential Funds, which are directly controlled by the DCI.

The administrative considerations of temporary promotions in all probability eliminate that method as being inefficient and inexpedient, particularly as not only are GS-5 ratings to be considered but others of higher category. Of the two solutions proposed, it is felt that solution (2) would be more acceptable administratively.

4. CONCLUSION

It is concluded that:

a. All CIA civilian trainees should receive extra pay (\$300) for hazardous duty for a period of three months upon successful completion of the course of training as prescribed by CIA.

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b. ALL CIA civilian instructors engaged in hazardous duty should be placed on a hazardous duty pay status on a basis comparable to that for which the military services are entitled to extra compensation by provisions of law.


5. RECOMMENDATIONS

a. That all CIA civilian trainees currently and in the future undertaking hazardous duty instruction under TRC be granted hazardous duty compensation at a rate of \$300 per trainee, upon successful completion of such courses of training as the Director, CIA may direct.

b. That all CIA civilian instructors engaged in hazardous duty be placed on a continuing hazardous duty pay status at a rate of \$100 per month, qualifying for such continuous pay in a manner identical with that prescribed by law for the military services.

c. That these amounts be paid from Confidential Funds available to the DCI.

d. That hazardous duty pay be similarly paid, retroactively, to individuals who have prior to the approval of this action successfully completed similar training, but not earlier than 2 October 1950.


Assistant Director of Training (Covert)

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